MEMORANDUM

DATE: DATE

TO: Scott Lephart, Dean
    College of Health Sciences

FROM: CHAIR
      DEPARTMENT NAME

RE: Request for New Faculty Position

We would like to request a new position of RANK, TITLE SERIES, ASSIGNMENT PERIOD, Department of DEPARTMENT NAME.

The position is being requested due to INSERT DETAILS. This position is to be funded by FUNDING SOURCE. (For positions other than Regular Title include the following sentence; A proposed position description is attached)

Assuming the position is approved, we will move forward expeditiously with recruiting, interviewing, and filling it.

Thank you for your consideration.